

Minutes
DAGSBORO TOWN COUNCIL
Bethel Center
Monday, December 19, 2022

I. CALL MEETING TO ORDER

Meeting was called to order by Mayor Baull at 6:00 p.m.

In attendance were: Mayor Brian Baull, Vice-Mayor Theresa Ulrich, Councilman William Chandler, Councilman Norwood Truitt, Town Administrator Cynthia Brought, Chief Steven Flood and Town Solicitor Greg Morris. See sign in sheet for others in attendance.

II. PUBLIC COMMENT

Mayor Baull expressed his appreciation for all who were involved in making the Christmas Parade on December 13th a success.

III. OATH OF OFFICE (Town Solicitor Greg Morris)
William Chandler III, Norwood Truitt

Town Solicitor Greg Morris delivered the Oath of Office to William Chandler and Norwood Truitt for their new terms.

IV. REORGANIZATION OF COUNCIL

- a. Mayor
- b. Vice-Mayor
- c. Secretary/Treasurer
- d. Assistant Secretary

Councilman Chandler made a motion to keep all the Officers as they currently are: Mayor Brian Baull, Vice-Mayor Theresa Ulrich, Secretary/Treasurer William Chandler III, and Assistant Secretary Norwood Truitt.

Councilman Truitt seconded the motion. All were in favor.

V. APPROVAL OF MINUTES

- November 21, 2022 Regular Town Council Meeting Minutes**
- November 21, 2022 Executive Session Meeting Minutes**

Councilman Chandler made a motion to approve the Regular Town Council and Executive Session Meeting Minutes. Vice-Mayor Ulrich seconded the motion. All were in favor.

VI. CONSENT AGENDA

a. Police Department Report

Chief Flood stated that in November they had a vehicle pursuit, and the subject was captured in Maryland, but they did execute the warrant. He shared that the DEA money that Sgt. Disciullo seized years ago, is possibly on the way. They won't know for sure until it comes in, but he has set up a spreadsheet to track how the money will be spent, which he believes is about \$166k.

Chief Flood said that last week they delivered the Trauma Kits to Indian River High School and John M. Clayton. He added that Patrolwoman Hazell will be facilitating training to the schools so the staff can use the Trauma Kits correctly.

He also reported that there was a minor accident before the Christmas Parade where a lady hit a parked car on Piney Neck/Main Street and claimed the flashing lights were blinding her. They also had an incident where an elderly gentleman ran into the ditch by the train tracks and was most likely blinded by the lights and couldn't see to make the turn. Next year they have some ideas to limit what goes on at the Fire House after the parade, to limit the chaos that goes on.

The gray car has been having some transmission issues and will need to go to the dealership. They are trying to use it only when necessary until it can be looked at and then they will need to decide if it's worth getting fixed. Cpl. Valenti received employment with Dover Police Department and has 3 more working days and then will take a couple days off before starting with Dover Police on January 9, 2023. Chief Flood stated that the Dover Police Department reached out about purchasing Cpl. Valenti's vest from us. He would like to sell the vest to them for \$1,000. It was purchased through a Grant and is about one year old. Councilman Chandler asked, "What does it cost to buy a new vest?" Chief Flood replied, "The last time they purchased one, they were about \$1600.00."

Vice-Mayor Ulrich asked Chief Flood if he planned to replace Cpl. Valenti. Chief Flood replied, "Yes, we are in the process of getting a flyer together so we can advertise." He does not know if they will be able to get another certified officer because everyone is hiring right now. Councilman Chandler asked, "When do you think you will get the advertisement out?" Chief Flood replied, "Hopefully next week," he added that Selbyville Police Department is also hiring, and their starting salary is very comparable. Councilman Chandler asked if Chief Flood knows what the Town of Frankford is looking like. Chief Flood stated that the Town of Frankford has a new Chief and two part-time officers currently and hope to hire a full-time officer next year and another full-time officer the following year.

Vice-Mayor Ulrich asked for confirmation if the Police Department was short on vehicles for our Officers. Chief Flood replied, "No." He added that next week the white Taurus will be taken to Global in Seaford to have the light bar fixed or replaced.

- b. Treasurer's Report**
- c. Administrative Report**
- d. Building Official Report**
- e. Code Enforcement Report**
- f. Meeting Reports**
- g. Water Department Report**
- h. Prince George's Chapel Cemetery Report**
- i. Correspondence**

Town Administrator Brought stated that she wanted to make sure everyone is agreeable to the Holidays for 2023 and Town Council/Planning & Zoning meeting dates that are listed.

Town Administrator Brought stated that DeIDOT asked about hooking into the Town's water line due to their water being so full of iron that it is discoloring their bathroom facilities and vehicles. She has already spoken with, John Thaeber from Artesian, and he feels that it may take a couple months to work up a plan to present to Town Council but feels Artesian would be able to service DeIDOT.

Councilman Chandler asked that since this is the Town's water line, "Would we be the ones that bill for the water service?" Town Administrator Brought replied, "No, it would be on Artesian since it is out of Town limits, but we have to allow them to hook into our system."

Vice-Mayor Ulrich asked for confirmation that "Doesn't Millsboro service that area?" Town Administrator Brought replied, "No, Millsboro doesn't service anything in that area and our inter-connection is up past DeIDOT." Councilman Chandler stated, "That is County land." Town Administrator Brought stated, "In the past, DeIDOT has been told, no, since the whole road wasn't annexed into Town but now Artesian is serving the water and are willing. "

Vice-Mayor Ulrich stated that this will cause added use to the Town's lines. Town Administrator Brought stated that Artesian may even be able to come up with a work-around so she thinks they need to wait and see what Artesian comes up with.

Councilman Chandler stated that it would be great if we could get that whole area to annex into Town especially since DeIDOT is having so much trouble with their water, it makes him think other people would be having issues also. Mayor Baull stated that it may be something they need to investigate. Vice-Mayor Ulrich stated that if they offer that area annexation, wouldn't they have to offer sewer also. Councilman Chandler stated that they would have to get the County's approval since they supply the sewer.

Councilman Chandler asked Town Administrator Brought, "Where are we with looking at the Town's water study?" Town Administrator Brought replied, "We had already started the process before the holidays and there is some more work that Town Clerk, Stacy West, needs to finish up." Right now, they are showing that residents need to pay more to equal our expenses, so they are trying to figure out why

the results are coming up this way. Councilman Chandler stated that right now they are charging residents the Millsboro inflated rate, but they are being billed by Artesian at the lower rate. Town Administrator Brought replied, "Yes." Councilman Chandler stated that "The delta should be able to cover the expenses." Town Administrator Brought stated that it should and that is why she is confused as to why the expenses are so high and that they should not have to charge the residents more when they are paying less. She added that they are working on it and hope to have something figured out by January. Councilman Chandler asked if Jean Holloway is already involved with this. Town Administrator Brought replied, "Yes, she has already met with us." Councilman Chandler stated, "So it is already in process and by January you should be able to tell us something." Town Administrator Brought replied, "Yes, I hope to."

Councilman Chandler made a motion to approve the consent agenda. Vice-Mayor seconded the motion. All were in favor.

VII. NEW BUSINESS

a. Discuss Personnel Policy Discrepancies/Updates Vacation Accrual

Town Administrator Brought stated that there is a discrepancy between how much vacation time the Police Department allows when a new employee starts versus what the Administrative Office allows. The Chief of Police starts new employees off with 2 weeks' vacation time and in her office, she starts employees with one week vacation time, and feels the two departments should have the same policy. There is also a conflict with being able to accumulate up to 10 vacation days versus losing vacation days that are not used by the end of the year. The last update was done in August 2015 and the policies are different. The sick time policy is the same for both departments and it states one day per month, and she thinks that is good and does not need to be changed. Town Administrator Brought stated she would like the vacation policy the same for everyone and needs permission to look at changing the policy. She feels it would be fair to start with a two-week vacation for new employees and having a maximum of a 10-day cumulative policy in effect.

Councilman Chandler stated that years ago there was an issue with a Chief of Police that retired and had 40-50 vacation days accumulated and the Town was faced with paying all those days that were built up and does not want to see this happen again since it makes it hard on the Town. He added that he would be in favor of a change if it is made reasonable and states that an employee can roll over 10 vacation days but never accrue more than 10 days at any given time. When an employee retires or leaves employment with the Town, then the Town would not be faced with paying more than 10 accrued vacation days.

Town Administrator Brought stated that if an employee has more than 10 days left at the end of the year, they will only be able to roll over 10 days. Councilman Truitt stated that is the Federal policy also to lose any vacation time over 10 days left at the end of the year. Councilman Chandler stated that he would be agreeable to this.

Town Administrator Brought asked Chief Flood what his thoughts were on the vacation policy. Chief Flood stated that he has been having his Officers use their vacation days all in the current year and not having any to roll over. He agrees that 10 days is plenty to carry over into the next year.

Town Administrator Brought stated that with the Sick Leave Policy an employee can accrue up to 30 days but when you retire or leave employment with the Town, these days can be donated to another employee but will not be paid out at the end of employment with the Town.

Councilman Chandler asked Town Administrator Brought, "Will you redraft this policy with these changes?" Town Administrator Brought replied, "Yes," and she would like to have Town Solicitor, Greg Morris help with making sure everything is included and all the legal aspects are met. Councilman Truitt stated that he thinks they should make the policy the same for the Administrative and the Police Department. Town Administrator Brought replied, "Yes, I think both departments should be working on the same system."

Councilman Chandler stated that he feels two weeks' vacation for new staff is standard to start with. Town Administrator Brought added that they need to look at changing the rest of the vacation policy when it comes to years of service. Councilman Chandler stated that when an employee starts with the Town, we could offer two weeks' vacation until they are employed for two full years. When an employee has worked for 3-5 years, they will receive 3 weeks' vacation and after 5 years, they would receive 4 weeks' vacation time.

Town Administrator Brought stated that she has discussed this with Chief Flood and when the Police Department turn in timesheets each week, Finance Clerk, Wendy Rayne, created a spreadsheet for both departments to track everyone's vacation, sick and holiday time. They will be able to refer to it right away when our audit is being completed. Town Administrator Brought added that Chief Flood will let her know when he plans to take time off, so she is aware and will give us better control of what is going on.

VIII. OLD BUSINESS

a. Update land acquisition

Town Administrator Brought stated that while she was on vacation, she received an email from Jamie Idzi, with an update on the land they plan to purchase. Jamie stated that they hope to be completed with the process of the appraisal and completing what is needed by mid-January and if anything changes, she will be in touch with them.

Town Administrator Brought stated that she has met with Engineering Consultant, Kyle Gulbranson, Chief Flood and Sgt. Disciullo due to acquiring the new lot, they can expand a little more and went over the plans again. They hope to present the new plan to Town Council in January.

Vice-Mayor Ulrich made a motion to move into Executive Session at 6:33 pm. Councilman Chandler seconded the motion. All were in favor.

Move to Go Into executive Session

**IX. EXECUTIVE SESSION
Personnel Matters**

Re-open meeting for results/comments regarding Executive Session at 6:51 pm.

Town Council agreed on a contract for the Chief of Police for the Town of Dagsboro.

X. PUBLIC COMMENT

No public comment was made.

XI. ADJOURNMENT

Councilman Truitt made a motion to adjourn. Vice-Mayor Ulrich seconded the motion. All were in favor.

Meeting adjourned at 6:52 p.m.

Respectfully Submitted,
Wendy Rayne, Finance Clerk